BUSINESS CARDS

Printing Instructions

3M™ and Post-it® Business Cards are designed for use with laser printers, inkjet printers or both.

To determine which printer your product is designed for, refer to the front of the product package.

Option A

- Refer to the package insert to help determine which template to use or visit 3M.com/businesscards and select and download the business card template that references your 3M or Post-it® product number.

Option B

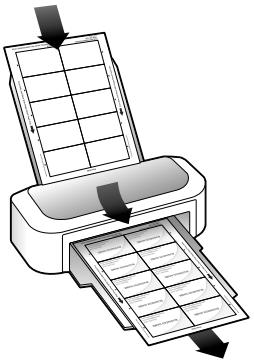
- **Microsoft® Office Word 2003:** Open Microsoft® Word. From the **Tools** tab, select **Letters and Mailings > Envelopes and Labels**. From the **Labels** tab, click **Options**, then select the compatible business card template based on the information provided at the top of your business card sheet. Click **OK**. Click **New Document**. Enter and format your text.
- **Microsoft® Office Word 2007 or 2010:** Open Microsoft® Word. On the **Mailings** tab, click **Labels** and then **Options**. In the **Label Options** dialog box, click on **Label Vendor**, and select **Microsoft**. Under **Product Number**, scroll down to the **Business Card** options and select the template that corresponds to your business card size and type. Click **OK.** Enter and format your text in the **Address** box. Click **New Document**.

For more information about 3M™ and Post-it® Business Cards and frequently asked questions, visit 3M.com/businesscards

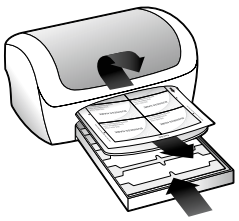
Load Business Card Sheet:

Check label position: Determine if your printer is a **top-feed** or a **bottom-feed** printer by referring to the instructions on your printer or in your printer's user manual.

- **For top-feed (face-up) printers:** Feed your business cards with the side to be printed face up.



- **For bottom-feed (face-down) printers:** Feed your business cards with the side to be printed face down.



Tips for Printing:

- **Not all printers can feed business cards reliably from a stack. Single sheet feeding is the most reliable method.**
- Always print a test copy on a plain sheet of paper, or on the test sheet provided, then align with your sheet of 3M™ or Post-it® Business Cards to confirm proper alignment. Slight adjustments may be necessary.
- For best results, feed a sheet of business cards through your printer only once.
- For inkjet printers, select "Best" print quality, if available, in the Printer Properties menu.
- For laser printers, select "Thick card" or a similar description in the Printer Properties menu.
- Do not bend or fold the business card sheet prior to printing.
- Do not feed damaged sheets or sheets with bent corners through the printer.
- Store unused business cards flat in a cool, dry place, in the original packaging, with the flap or cover closed.
- Keep your printer properly cleaned and maintained.

Contact Us

For information or support using 3M™ or Post-it® Business Cards, call 1-800-395-1223.
To learn more about other 3M™ and Post-it® products, plus new products
and special offers, visit us at 3M.com/labels.

3M

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